

Washington State Auditor's Office
Accountability Audit Report

Anacortes Housing Authority
Skagit County

Audit Period
April 1, 2003 through March 31, 2004

Report No. 67561

Issue Date
November 19, 2004



Washington
State Auditor
Brian Sonntag

Audit Summary

**Anacortes Housing Authority
Skagit County
April 1, 2003 through March 31, 2004**

ABOUT THE AUDIT

This report contains the results of our independent accountability audit of the Anacortes Housing Authority for the period April 1, 2003, through March 31, 2004.

We performed audit procedures to determine whether the Housing Authority complied with state laws and regulations and its own policies and procedures. Our work focused on specific areas that have potential for abuse and misuse of public resources.

RESULTS

The Housing Authority complied with state laws, regulations, and its own policies and procedures in the areas we examined.

RELATED REPORTS

Our opinion on the Housing Authority's financial statements and compliance with federal program requirements is provided in a separate report, which includes the Housing Authority's financial statements.

CLOSING REMARKS

We thank Housing Authority officials and personnel for their assistance and cooperation during the audit.

Table of Contents

Anacortes Housing Authority
Skagit County
April 1, 2003 through March 31, 2004

Description of the Housing Authority..... 1

Audit Areas Examined..... 2

Description of the Housing Authority

Anacortes Housing Authority Skagit County April 1, 2003 through March 31, 2004

ABOUT THE HOUSING AUTHORITY

The Anacortes Housing Authority owns and operates 19 apartment complexes that provide housing for low-income residents of Anacortes. The Housing Authority also administers a Housing Assistance Payment Program in San Juan County. The Mayor of the City of Anacortes appoints a five-member Board of Commissioners to run the Housing Authority. An individual who is directly assisted by the Housing Authority is appointed as the sixth Commissioner. The Housing Authority has eight employees and operates on a budget of approximately \$715,000.

AUDIT HISTORY

We audit the Housing Authority annually. The Housing Authority has had no findings in the past six years.

APPOINTED OFFICIALS

These officials served during the audit period:

Board of Commissioners:

Joyce Anderson
Verna Berentson
Marcia Taylor
Tom Allen
William Christensen
Robin Lindstrom

Executive Director

Theresa McCallum

ADDRESS

Housing Authority

719 Q Avenue
Anacortes, WA 98221
(360) 293-7831
(360) 293-8998 (fax)

Audit Areas Examined

Anacortes Housing Authority Skagit County April 1, 2003 through March 31, 2004

In keeping with general auditing practices, we do not examine every portion of the Anacortes Housing Authority's financial activities during each audit. The areas examined were those representing the highest risk of noncompliance, misappropriation or misuse. Other areas are audited on a rotating basis over the course of several years. The following areas of the Housing Authority were examined during this audit period:

ACCOUNTABILITY FOR PUBLIC RESOURCES

We evaluated the Housing Authority's accountability in the following areas:

- Cash receipting and revenues (tenant payments)
- Fixed assets
- Payroll
- General disbursements
- Credit card purchases
- Travel expenses
- Housing assistance payments

LEGAL COMPLIANCE

We audited the following areas for compliance with certain applicable state and local laws and regulations:

- Deposit and investment of public funds
- Timely deposit of public funds
- Required financial schedules
- Ethics/conflict of interest laws
- Open Public Meetings Act
- Bond covenants
- Contracts and agreements
- Allowable expenditures
- Risk management

FEDERAL PROGRAMS

We evaluated internal controls and tested compliance with federal program requirements, as applicable, for the Housing Authority's major federal program, which is listed in the Federal Summary section of the financial statement and single audit report.

FINANCIAL AREAS

Our opinion on the Housing Authority's financial statements is provided in a separate report. That report includes the Housing Authority's financial statements and other required financial information. We examined the financial activity and balances of the Housing Authority including:

- Cash and investments
- Revenues
- Expenditures
- Long-term debt
- Overall presentation of the financial statements